

NA3 – Procedures for Training Event

Robin McConnell

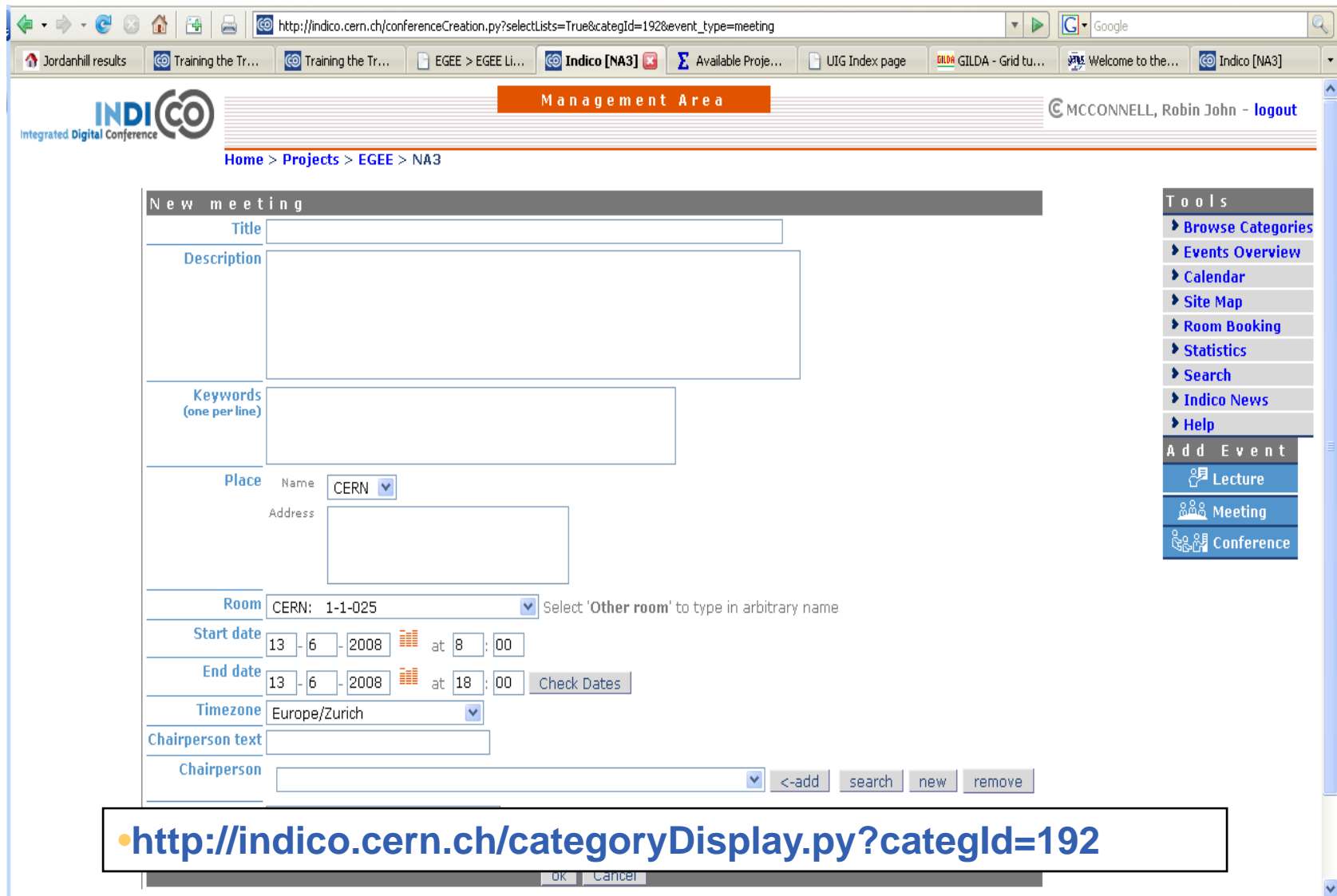
7 June 2009, Nicosia

- **Running training courses takes a lot of effort and time!!!**
- **Knowing the technology is just the start!**
- **Lots of administrative tasks required**
 - Arranging facilities/resources/speakers
 - Advertising
 - Registration procedures
 - Accommodation/catering/logistics
- **Preparation of course materials**
 - Drafting agenda
 - Presentations
 - Printed material – handouts/slide notes/tutorial sheets ???
 - Practical sessions

What we can do to support partners in NA3:

- **ETF material**
- **Use and update digital library**
- **Advertising**
- **NA3 documentation/registration**
- **Co-ordinate feedback gathering**
- **Formal reporting mechanisms**

- **For EGEE training events you should:**
 - Set up agenda page
 - Register event with NA3
 - Arrange Training infrastructure
 - Obtain participant feedback



Management Area

MCCONNELL, Robin John - [logout](#)

Home > Projects > EGEE > NA3

New meeting

Title

Description

Keywords (one per line)

Place Name: Address:

Room: Select 'Other room' to type in arbitrary name

Start date: 13-6-2008 at 8:00

End date: 13-6-2008 at 18:00

Timezone:

Chairperson text:

Chairperson:

Tools

- ▶ [Browse Categories](#)
- ▶ [Events Overview](#)
- ▶ [Calendar](#)
- ▶ [Site Map](#)
- ▶ [Room Booking](#)
- ▶ [Statistics](#)
- ▶ [Search](#)
- ▶ [Indico News](#)
- ▶ [Help](#)

Add Event

-
-
-

<http://indico.cern.ch/categoryDisplay.py?catId=192>



News and Events

3D rendering technology on cluster and grid infrastructure

27 Apr, 2009
 Zagreb, Croatia

CyGrid - Training the Trainers

06 May, 2009
 Nicosia, Cyprus

Biomed Grid School 2009

10 May, 2009 - 15 May, 2009
 Varenna, Italy

Course for developers of grid applications

25 May, 2009 - 26 May, 2009
 Bratislava, Slovakia

EGEODE Expanding Geosciences On Demand

28 May, 2009 - 29 May, 2009
 Villefranche sur Mer, France

Emerging grid middleware standards

08 Jun, 2009 - 19 Jun, 2009

NA3: Training Administration and Planning

Event Planning [Email Lists](#) [Partners](#)

Please note that if you wish to use GILDA, then this must be booked first. Please go to https://gilda.ct.infn.it/request_tutorial/index.php to request use of the GILDA grid before you finalise dates.

To add your event to the egee events schedule please fill in the form below:

Event Title: *

Start Date Month Day Year e.g. February 14, 2005

End Date Month Day Year e.g. February 14, 2005

URL for Agenda Maker Page: *

Local Organisers First name: *

Local Organisers Last name: *

Local Organisers email: *

Location (Town): *

Location Country: *

NeSC is offering Registration support to NA3 events. If you wish NeSC to support an event you are organising with registration and a registration web page please select the appropriate option below. You will be asked to provide further information on the next page.

- I would like NeSC to support my event by providing Registration and a Registration Page
- No thank you I do not require support for registration. *

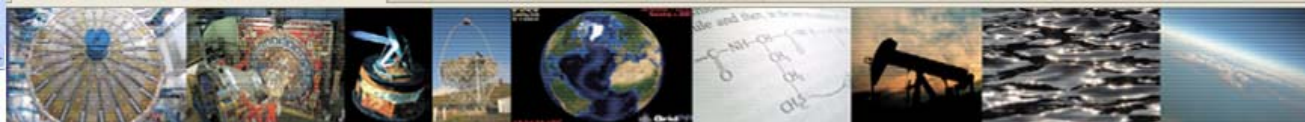


- Provides a central point for input and formatting of event details, agenda, registration
- Maintains a database of all events with links to course materials and feedback data

Registration Form:

- <http://www.egee.nesc.ac.uk/adminplan/index.html>

- **Event title, date and venue**
- **Event organizer name and e-mail**
- **Registration start and close dates**
- **Respond-by date – the date by which the organizer will have responded to the applicant with a decision as to whether the applicant is accepted for the event**
- **URL of the AgendaMaker entry for the event**



NA3: Training Events and Registration

Page 1 of 31
 Displaying Results 1 to 20 of 609

Search Events by Title

[Advanced Search](#)

Search

Results page: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [21](#) [22](#) [23](#) [24](#) [25](#) [26](#) [27](#) [28](#)

No	Title	Location	Dates	Summary/
1.	Advanced Distributed Services Summer School	Oxford, United Kingdom	24 August - 6 September, 2009	
2.	International Summer School in Grid Computing 2009 ISSGC09	Sophia Antipolis, France	5 - 17 July, 2009	
3.	Joint EGEE and EDGeS Summer School on Grid Application Support	Budapest, Hungary	29 June - 4 July, 2009	
4.	Emerging grid middleware standards	Saint-Lambert-des-Bois, France	8 - 19 June, 2009	
5.	EGEODE Expanding Geosciences On Demand	Villefranche sur Mer, France	28 - 29 May, 2009	
6.	Course for developers of grid applications	Bratislava, Slovakia	25 - 26 May, 2009	
7.	Biomed Grid School 2009	Varenna, Italy	10 - 15 May, 2009	
8.	CyGrid - Training the Trainers	Nicosia, Cyprus	6 May, 2009	
9.	Grid User Training for Local Community Ankara	Ankara, Turkey	18 April, 2009	
10.	qLite Introduction course	Budapest,	17 April, 2009	

- Past /present/ future events with agenda and links to course materials/ feedback summaries.
- Includes historical course material
- ETF Exemplars highlighted in digital library

– <http://www.egee.nesc.ac.uk/schedreg/index.cfm>

- Request Gilda Tutorial - https://gilda.ct.infn.it/request_tutorial/index.php



The screenshot shows the GILDA website header with logos for INFN GRID and EGEE. A navigation menu includes: HOME, TESTBED, GRID DEMONSTRATOR, 1) CERTIFICATION AUTHORITY, 2) AUP, 3) VIRTUAL ORGANIZATION, GRID TUTOR, and MONITORING. On the left, a sidebar lists various resources like News, List of Tutorials, Request a Tutorial, Posters, Video Tutorials, User Interface PnP, Virtual Services, Instructions for Users, Instructions for Sites, Training Material (wiki), GILDA Forge, Support System, Useful Links, Check Your IP, Sponsors, Usage Statistics, and Old Usage Statistics. The main content area features the heading "Request a GILDA tutorial" and a paragraph: "Before filling the form below you might want to have a look at the [instructions to prepare a GILDA Tutorial](#)." Below this is a form with the following fields: "Type" (dropdown menu with "Users" selected), "Location" (text input), "Start date" (three dropdown menus for day, month, and year), "End date" (three dropdown menus for day, month, and year), "Tutorial home page" (text input), "Agenda page" (text input), and "Expected number of participants" (text input).

Welcome to the NA3 Training Home

The aims of training in EGEE-III are to:

Overall - To provide a source for acquiring the knowledge and skills needed to allow the utilisation of the EGEE-III infrastructure at all levels, by:

- Educating developers of applications in order to help enrich the provision of functionalities on the EGEE-III infrastructure;
- Educating users and developers in the potential of Grid architectures to allow the solution of appropriate problems;
- Educating site administrators to allow them to install EGEE middleware and connect to the e-Infrastructure;
- Collaborating with all the networking activities to enhance and encourage the corporate spirit of EGEE-III and to promote information sharing within the organisation to help further its goals.

Egee Training locations

View Larger Map

Vital information for Course Organisers

Organisers are reminded:

1. To register courses on the [event entry form](#).
2. Use these forms:
 - Feedback [README](#)
 - [Attendance](#)
 - [Gender](#)
 - [Training Course Evaluation](#)
 - [Events Summary Report](#)
 - [Training Event Feedback](#)
 - [Grid Applications Training Questionnaire](#)
3. to update Digital Library with course material.

Useful links

The EGEE Digital Library can be found at: <http://egee.lib.ed.ac.uk/>

The Editorial Task Force recommends course material for future re-use: <http://www.egee.nesc.ac.uk/NA3ETF/>

The GILDA grid is used for many courses: <https://gilda.ct.infn.it/>
An associated wiki has practical exercises: <https://grid.ct.infn.it/twiki/bin/view/GILDA/WebHome>

The EGEE User Information Group (UIG) pages can be found at - <http://egee-uig.web.cern.ch/egee-uig/index.html>

Done

<http://www.egee.nesc.ac.uk/>

[Attendance](#)

[Gender](#)

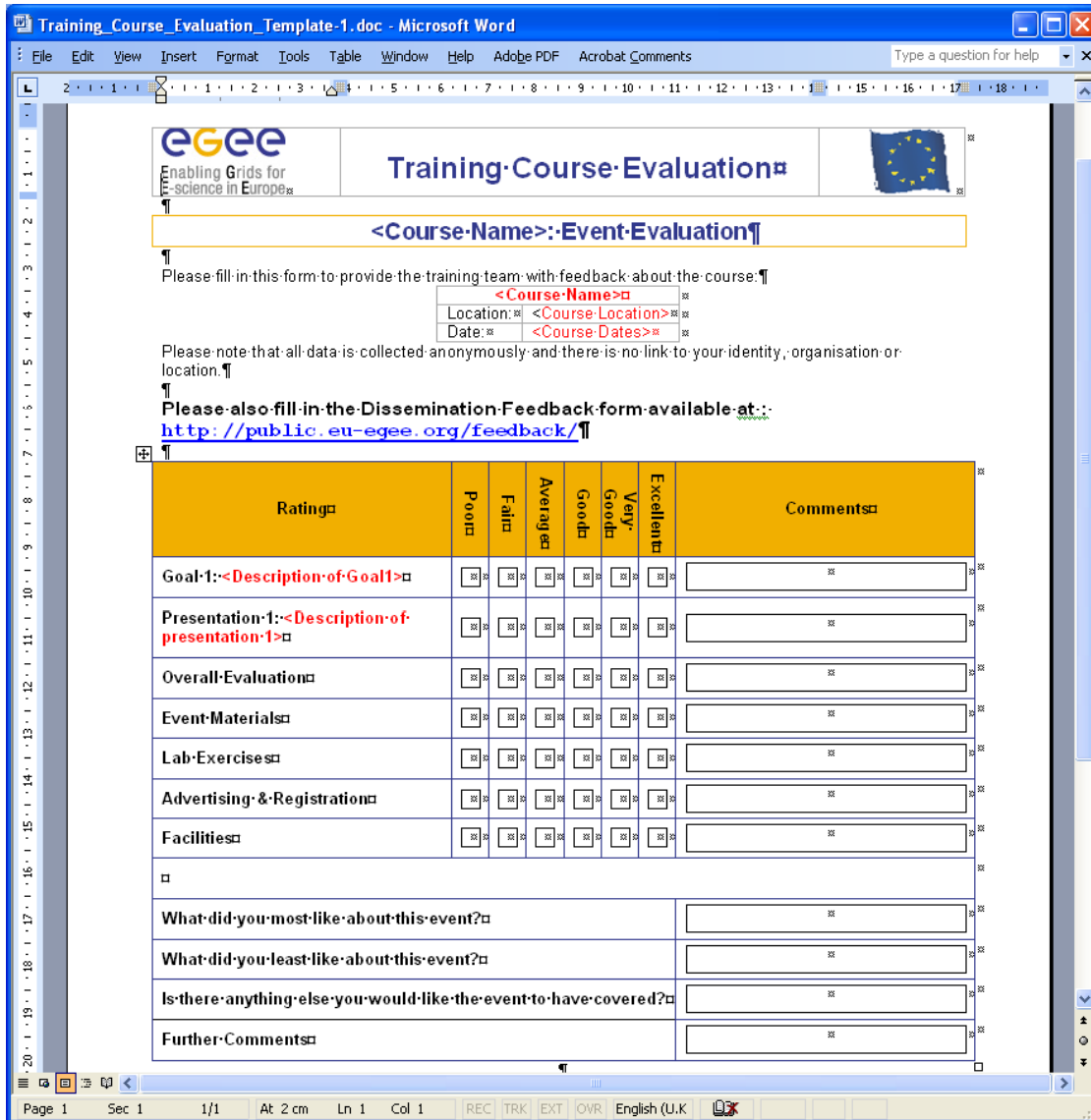
[Training Course Evaluation](#)

[Events Summary Report](#)

[Training Event Feedback](#)

[Grid Applications Training](#)

[Questionnaire](#)



- **Goals**
 - get them right
- **Individual items**
 - presentation
 - tutorial
- **General**
 - OVERALL
 - materials
 - exercises
 - advertising / registration
 - facilities

- **Counts**
 - participants
 - countries
- **Statistical**
for each evaluation form item
 - average
 - std. dev.

Event Feedback - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.egee.nesc.ac.uk/evaluation/Templates/eventStatisticsTemplate.html

Event Feedback

Notes are always shown in blue (they will be removed from the online version). Text that needs replacing is shown in red (if you wish to remove the red after editing then just remove the enclosing tags).
If you find that you do not have the information available to fill in a section of this page then just delete the relevant part of the page.

Event Summary Report:

Title: title

Date: date

Short description: description

Language(s) of talks: language

Organiser name and email: name, email

Single paragraph highlighting issues important for monthly reports and reviews etc. Include brief description of attendee's backgrounds.

Location: Location of event

The location should normally be in the format "City, Country" or "Institute, City". The url should normally point to an agendamaker page (usually with presentations attached). The text describing the url should be the same as the url. The length of event is normally measured in days.

URL (AgendaMaker): url

Length of event: xxx days

(optional) Local URL (pictures of events, etc):

This table should list the organisations the participants came from, the country of each organisation, and how many participants came from each organisation. Add as many extra lines as needed. Please also fill in the totals for number of participants and the number of countries the participants came from.

Participants

Organisation, Country	Number of Participants

Total number of participants: xxx
Total number of countries: xxx

This section shows the answers to the feedback question: male or female?
(Please note that values for this section should be the number of people, not percentage format.)

Male: xx Female: xx Didn't answer: xx

Feedback Analysis

This table shows an analysis of the feedback scores. Please add extra rows for each event goals. If you did not have event material or lab exercises then please remove these lines. The n=xxxx refers to the number of responses received.

Course Component	Average value (1: poor - 6:excellent)	Standard Deviation (n=xxx)
Goal 1: Description of goal 1	xxx	xxx
Overall	xxx	xxx
Presentations	xxx	xxx

Done 0:51

- Training event Feedback form now to be completed
- Provides valuable comments collated at Management level

URL ([AgendaMaker](#)): [url](#)

Length of event: [xxx](#) days

(optional) Local URL (pictures of events, etc):

Feedback to EGEE (will not appear on the public webpage):

Please provide additional feedbacks here that might help your institute, other NA3 partners or other EGEE Activities to improve their work and quality of services. [E.g.](#)

- Feedback on applied ways and efficiency of event advertisement can be important for NA2.
- [Feedback on applied training infrastructure \(probably GILDA\) and on reused training materials](#) are important for NA3.
- Information about [attendees](#) that might become new EGEE users or might establish new EGEE VOs are important for NA4.
- Information about applications that some attendees might port onto EGEE in the future are important for NA4.
- Participants' feedbacks and comments on [gLite](#) and related services might be relevant for JRA1, SA3 and grid tool developers.
- Suggestions on logistics, agenda, etc. can be important for organizers of future events.
- Information on external projects that were represented at the event and are interested in collaborating with EGEE is important for NA5.
- ...

These comments will be evaluated by NA3 management and will be forwarded to appropriate activities if necessary.

Activity (NA1, NA2, ...)	Issues; identified problems; generic feedbacks	Detailed explanations; suggested solutions
xxx	xxx	• xxx
xxx	xxx	• xxx



Enabling Grids for E-scienceE

QUESTIONNAIRE

TRAINEE AFFILIATION:

Name / Surname:

Sector / Laboratory:

Institute / University:

Date/Place of Training Event:

1. Which programming languages are you familiar with?

2. Which programming languages would you use for application development?

3. Which OS do you use?
 - a) MS Windows
 - b) Linux
 - c) Mac OS
 - d) BSD
 - e) Other

4. Do you use any specific software package for your applications?
 - a) Yes
 - b) No

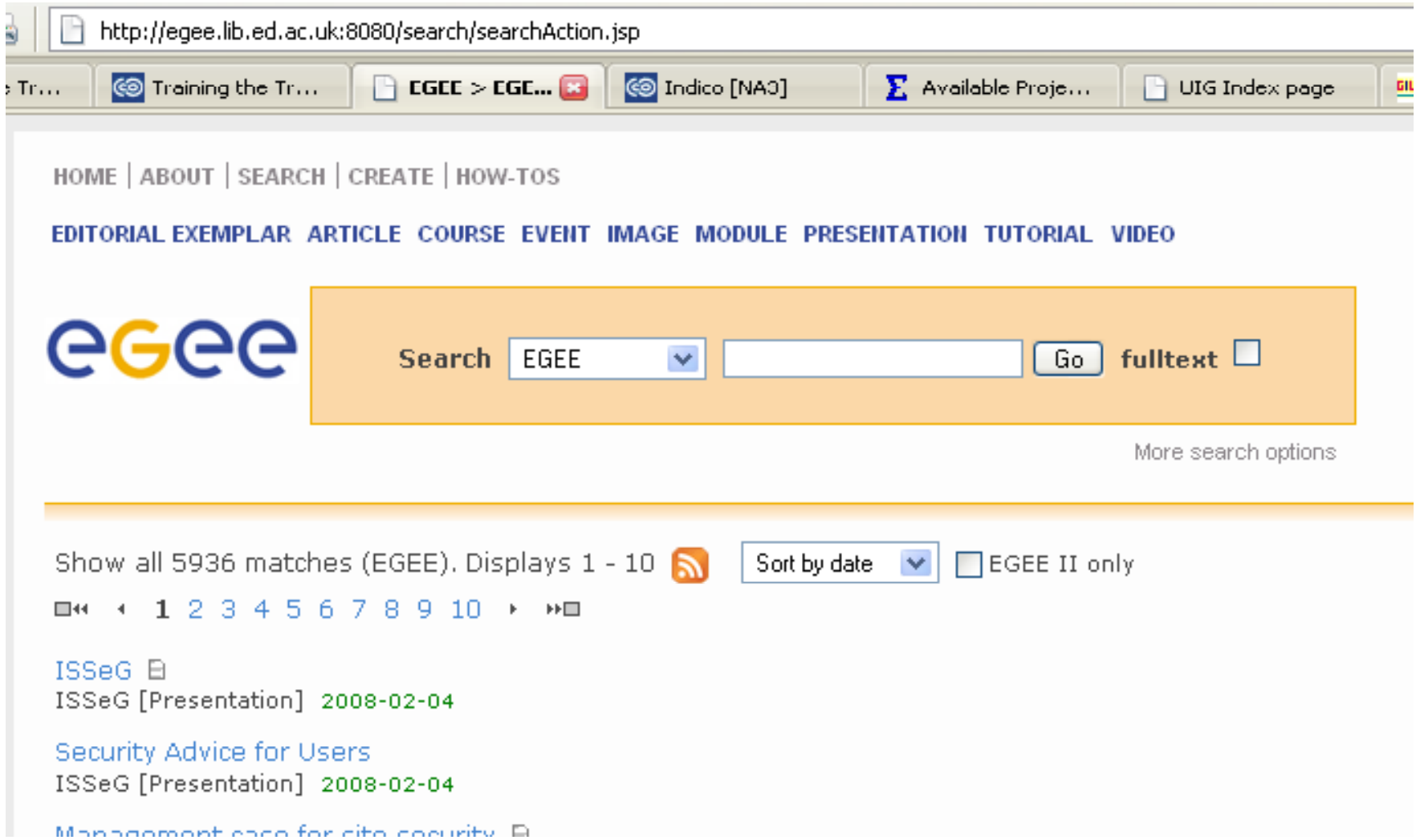
5. If YES, which one?

- Information collected can be passed to NA4 group (Applications)

- **Feedback is vital for continued project support/funding**
- **Standardised feedback forms simplify data analysis**
- **Web-based feedback doesn't work – zero returns!**
- **Paper forms far more effective and provide audit trail**

“If you can't show feedback, you didn't do it”

- Please upload material to Digital Library!!



The screenshot shows a web browser window with the URL `http://egee.lib.ed.ac.uk:8080/search/searchAction.jsp`. The browser tabs include "Training the Tr...", "EGEE > EGE...", "Indico [NAO]", "Available Proje...", and "UIG Index page".

The page content includes a navigation menu with links: HOME | ABOUT | SEARCH | CREATE | HOW-TOS. Below this is a secondary menu: EDITORIAL EXEMPLAR ARTICLE COURSE EVENT IMAGE MODULE PRESENTATION TUTORIAL VIDEO.

The main search area features the eGEE logo on the left. To its right is a search box containing the text "EGEE". A dropdown menu is open below the search box, showing "EGEE" with a downward arrow. To the right of the search box is a "Go" button and a "fulltext" checkbox which is currently unchecked.

Below the search area, there is a link for "More search options".

The search results section shows "Show all 5936 matches (EGEE). Displays 1 - 10" followed by an RSS icon. To the right, there is a "Sort by date" dropdown menu and an "EGEE II only" checkbox which is unchecked.

Navigation controls for the results include a "first" button, a "previous" button, a list of page numbers "1 2 3 4 5 6 7 8 9 10", a "next" button, and a "last" button.

The first two search results are:

- ISSeG [Presentation] 2008-02-04
- Security Advice for Users [Presentation] 2008-02-04

The third result is partially visible: "Management case for site security".

- **Checklist for training event management:**
 - Financial arrangements
 - T-Infrastructure
 - Agenda page
 - Capacity
 - Trainers required
 - Goals, pre-requisites, expectations
 - Logistics

- **Checklist for local event organisers:**
 - Agree goals
 - Plan advertising
 - Arrange internet access
 - Local web page?
 - Numbers limit - capacity of room
 - Identify trainers
 - Disability-related requirements